

RICHLAND PUBLIC HEALTH JOB OPPORTUNITY

Division: Environmental Health

Position: Clerical Specialist
37 hours per week

Pay Grade: 11

Salary: \$18.59 per hour (Base)

Work Hours: Will work thirty-seven (37) hours per week scheduled during the hours of: Monday - Thursday (8:00 am to 4:30 pm) and Friday (8:00 am to 4:00 pm). May include evenings, weekends and holidays.

General Statement of Duties:

Provide clerical support to the Environmental Health Division. Duties include, but not limited to: Prepare licenses, issue permits, and complete registrations. Report certification of all licensed operation fees to Ohio Dept. of Health. Receive cash, balance cash box, prepare deposit daily. Answer telephone and receive visitors. Open, sort and distribute incoming mail. Maintain office files. Must be knowledgeable of office practices and procedures; public relations. Have skill in operation of computer programs (knowledge of software may be acquired after hire).

Required Education, Experience & Training:

1. High school diploma or GED
2. Course work in office practices and procedures, or an equivalent combination of education, training and experience
3. Minimum of two (2) years' experience in a clerical position or an equivalent combination of education, training and experience.

The specific statements shown in this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.

Visit our website: www.richlandhealth.org CAREERS section for an Employment Application.

Applicants are required to complete a formal Employment Application and submit the completed Application to:

Richland Public Health
HR Coordinator
555 Lexington Avenue
Mansfield, OH 44907

Deadline for physical receipt of completed applications: Until Filled
Equal Opportunity Employer/Provider